



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE MANAGEMENT AUDITOR

\$4,316 - \$5,247

ENFORCEMENT BRANCH - FRAUD GRANT AUDIT UNIT

SACRAMENTO

****MULTIPLE POSITIONS****

RESPONSIBILITIES: Under the direction of the Staff Management Auditor of the Fraud Grant Audit Unit, the incumbent will conduct fiscal reviews at County District Attorneys' (DA) Offices that receive local assistance insurance fraud grant funds for the purpose of investigating and prosecuting workers' compensation, automobile and organized automobile insurance fraud cases. The successful applicant will perform the following duties: Develop, revise, and update audit programs used to conduct reviews of County DA Offices; collect, review, analyze, and monitor the contractual data required by the grant agreement with each County DA; develop audit findings and recommendations fully supported by audit working papers that result from reviewing the County DA Offices; prepare exit and final audit reports and present audit findings to the County DA Offices and the California Department of Insurance (CDI) management; responsible for organizing and conducting both the entrance and exit conferences at each County DA Office reviewed; special projects as request. Travel is required 25 percent of the time. *Background check and fingerprinting are required. Free parking! Close to Light Rail station!*

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in performing analytical assignments;
- Knowledge and experience in State government accounting and Federal government auditing standards;
- Ability to work with Fraud Investigators, district attorney offices and other allied law enforcement agencies;
- Excellent verbal and written communication skills;
- Good interpersonal skills;
- Ability to perform a variety of assignments ranging from County DA reviews, special projects, and internal control reviews of the CDI's administrative and accounting systems;
- Ability to work independently as well as a team member;
- Personal computer experience including but not limited to Microsoft applications such as Word, Excel, Access, and PowerPoint.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Management Auditor level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "ASSOCIATE MANAGEMENT AUDITOR – FRAUD, PSN # 413-176-4159-FGU" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: SEPTEMBER 7, 2006 OR UNTIL FILLED

NOTE: Interested individuals must submit their application by the final filing date in order to be considered for this position.

8/28/2006 SF

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
